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ABSTRACT

Forms and activities used in planning, developing, and conducting a career education conference are offered in this guide for any individual or agency planning to conduct a similar activity. The basic format was to provide twenty small group sessions in which successful practitioners demonstrated methods and/or materials with a keynote speaker of national prominence in the study of career education concept and implementation. Activities, dates of completion, and sample forms are included for the areas of early planning, hotel arrangements, presentations, exhibitors, program format, publicity, registration, conference proceedings, evaluation, and follow-up. (TA)

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AUG 0 9 1976

MODEL FOR A ONE-DAY

CAREER EDUCATION CONFERENCE

Developed by

Career Education Service Center
(Urban Site)
500 S. Dwyer Avenue
Arlington Heights, Illinois 60005
(312) 398-3308

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CE 007 902

CE 007 902

Career Education Service Center Staff

Site Director:	Donna Fuson
Media Coordinator:	Sandra Wittman
Site Secretary:	Marilyn Carlson

MODEL FOR A ONE-DAY CAREER EDUCATION CONFERENCE

Maximum planning time:	5 months
Minimum planning time:	4 months
Number of Participants:	300-500
Number of Presenters:	20 + Keynote
Number of Exhibitors:	15 - 20

CE 007 902

Introduction

The Career Education Service Center (CESC) was established as the urban site for the Illinois Career Education Area Service Centers: A Vehicle for Demonstration, Rural and Urban Sites project pursuant to a grant for career education from the United States Office of Education to the Illinois Office of Education.

The urban site of the Illinois project (CESC) was assigned a six county service area in the densely populated northeastern section of the state.

Inasmuch as staff development was the primary vehicle for change utilized by CESC and the entire Illinois project was funded with demonstration as a directive, a conference on career education was conducted in the spring.

The basic format was to provide twenty small group sessions in which successful practitioners demonstrated methods and/or materials with a keynot speaker of national prominence in the study of career education concept and implementation.

The following model is a compilation of forms and activities utilized by CESC in planning, developing, and conducting the conference. It is offered as a guide for any individual or agency endeavoring to conduct a similar activity.

EARLY PLANNING

Activities — **All ASAP**

1. Select basic format and components of the conference - ask and answer such questions as: How long will it last? How many sessions? How long will each session last? Will there be a luncheon? Will there be a keynote speaker? When will the keynote be given? etc.

2. Select keynote speaker - Set conference date well enough in advance to minimize problems of getting an affective, well-known keynote. Select a series of candidates to choose from so if the first choice can't come, others can.

3. Select presenters - prepare a list of possible presenters from known resource persons. Make sure the list is longer than the number of presenters needed so that you will be able to get the necessary amount of presenters. The presenters may be contacted at the same time, before or after the keynote speaker has been established.

4. Selection of Exhibitors - select those publishers which have a selection of good career education materials to display. If there are companies which are unable to exhibit, one might suggest that they send brochures on their products to be put on display as the purpose of having exhibitors is to make those attending the conference aware of good CE materials.

HOTEL ARRANGEMENTS

Activity	Date of Completion
1. Set date of conference	ASAP
2. Select a Hotel based on location and facilities	ASAP
3. Confirm A. date B. facilities - which rooms - what available in each - esp for exhibitors; at this point one should have a clear idea of what should be the exhibit area and presentation rooms and how many rooms will be needed C. menu - estimate the proposed audience - a 48 hour notice of final tally will be needed prior to event; Select menu Visit hotel and view facilities	ASAP
4. Establish number of exhibitor's booths needed - submit in writing to hotel plus content of rooms and arrangements	2 month prior to event
5. Request A-V equipment rental in writing needed for presenters, exhibitors, in banquet hall	2 months prior to event
6. Submit and confirm number of head table	1 month before
7. Layout floor plan for exhibitors area	1 month before
8. Confirm final dinner count	1 week before
9. Pay bill day of conference	48 hours before

PRESENTERS

Activity	Date of Completion
Select Presenters	
1. Formulate a list of possible presenters. Try to have a wide selection of grade level and subject area represented. Select possible presenters from known area resource people.	ASAP
2. Send out sample request letter to participants. Follow up with phone call to those who don't respond.	ASAP
3. Finalize program - assign presenters to room	Within 1-2 months after planning begins
4. Sent conference presenters a conference information sheet (see attached) including date, place, conference schedule, anticipated audience, program (general structure). Specify where and when each presenter will speak. Verify topic and the A-V equipment needed. Include map of presentation rooms.	Immediately after program is finalized
5. Ask conference presenters for final title of presentation and a one paragraph summary of the presentation content for the program. Follow up those who don't reply with phone calls.	6-8 weeks prior to conference
6. Prepare a list of presenters and topic for dissemination	When press releases begin to go out.
7. Send expense form. luncheon ticket, map to hotel and and copy of program to presenters.	1-2 weeks prior to conference
8. Send thank you letters	Day after conference

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

January 21, 1976

NORTHWEST EDUCATIONAL COOPERATIVE

Dear

The Career Education Service Center in Arlington Heights, Illinois is in the process of planning and organizing a one day Career Education Conference to be held at the Arlington Park Hilton, Arlington Heights, Illinois on May 5th.

The conference is to feature presentations by successful K-12 Career Education practitioners, businessmen and Commercial Publisher's displays of Career Education materials.

The purpose of the conference is to aid educators by providing information on the theory of Career Education, demonstrating techniques, methods, and materials useful in the delivery of Career Education. All educators and community members in suburban Cook, Lake, McHenry, DuPage, Kane, and Kendall counties will be invited to attend.

We would like to extend an invitation to you to participate in this conference by planning a one hour and fifteen minute presentation on your high school career exploration class. Our resources are very limited, but we will be able to pay a $25.00 honorarium.

If you accept this invitation to participate in the conference program, please complete the form below and send to Sandra Wittman, Conference Coordinator, at the Career Education Service Center, 500 S. Dwyer, Arlington Heights, IL 60005.

We feel that such a conference will provide opportunity for career education minded people in our area to meet and compare ideas. We look forward to your participation.

Sincerely,

Donna Fuson

Donna Fuson, Site Director

DF:mc

Name of Presentor/s_____

Address_____ Phone_____

Presentation description_____

(as you would like it to_____

appear in the program) _____

A.V. Equipment needed _____

_____

500 South Dwyer Avenue Arlington Heights, Illinois 60005 312-398-3308

Dear Conference Participant:

Enclosed is an information sheet regarding the Career Education Conference to be held at the Arlington Park Hilton on May 5, 1976. Please check the form to see that the request for audio-visual equipment is correct and note the time and place for your presentation. Also included is a hotel map with your presentation room marked.

If you have any questions regarding your presentation at the Conference, please call us.

Sincerely,

Sandra Wittman

Sandra Wittman
Conference Coordinator

SW:mc
Encl.

500 South Dunton Avenue Arlington Heights, Illinois 60005 312-398-3208

Conference Information Sheet

CAREER EDUCATION CONFERENCE

Date:	Wednesday, May 5, 1976	
Place:	Arlington Park Hilton Arlington Heights, Illinois	
Conference Schedule:	Session 1	9:00 a.m. - 10:00 a.m.
	Session 2	10:15 a.m. - 11:15 a.m.
	Luncheon/Keynote	11:30 a.m. - 1:15 p.m.
	Session 3	1:30 p.m. - 2:45 p.m.
	Session 4	3:00 p.m. - 4:00 p.m.
	Exhibits - Round Table Room 4	9:00 a.m. - 4:00 p.m.
Anticipated Audience:	500 (approximately) K-12 educators from a six county area (suburban Cook, Lake, DuPage, McHenry, Kendall, Kane)	
Program:	20 small group sessions lead by successful Career Education practitioners	
Keynote Speaker:	Dr. Bruce Shertzer, Chairman National Advisory Council for Career Education	

Your Presentation:

Time _____

Place _____

AV Equipment to be available _____

_____

Topic _____

_____

Luncheon will be provided free of charge to presenters. A ticket is enclosed.

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

March 8, 1976

Dear Conference Presenter:

We are in the process of finalizing our program for the Career Education Service Center's conference to be held at the Arlington Park Hilton on May 5, 1976. We feel that a program title often does not adequately describe a presentation whereas a short description of a program's content can give those attending a conference a better idea of which sessions would best serve their needs.

Therefore, we would appreciate it very much if you could provide us with a three to four sentence description of the program you will be presening on May 5.

As we are eager to begin work on the Conference program, we would appreciate your reply as soon as possible. Enclosed is a form for your reply.

Thank you.

Sincerely,

Sandra Wittman

Sandra Wittman
Conference Chairman

SW:mc
Encl.

NORTHWEST EDUCATIONAL COOPERATIVE

500 South Dwyer Avenue Arlington Heights, Illinois 60005 312-398-3308

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

March 8, 1976

Career Education Conference
May 5, 1976

Name _____

Address _____

Presentation Title _____

_____

Description _____

_____

_____

_____

_____

_____

NORTHWEST EDUCATIONAL COOPERATIVE

500 South Dwyer Avenue Arlington Heights, Illinois 60005 312 298 2208

CAREER EDUCATION CONFERENCE

May 5, 1976

PRESENTERS EXPENSE FORM

Name _____ Position _____

Address _____ Phone _____

_____

Expense Record

Travel _____ miles @ 14¢ per mile = $ _____

Meals:

Total $ _____

Include receipts whenever possible

_____
Signed

return by May 17, 1976 to:

Marilyn Carlson
Career Education Service Center
500 South Dwyer Avenue
Arlington Heights, Illinois 60005

EXHIBITORS

	Activity	Date of Completion
1.	Prepare a list of companies to invite to exhibit.	When presenters are invited.
2.	Write a letter of invitation in which the conference is described and all pertinent information is given plus the price of the booth. Describe the approximate number of participants and grade level. Include a form for reply.	ASAP
3.	Send follow-up letter to those who didn't respond	1 month later
4.	Suggest that those who can't exhibit (select the best) send brochures	2 months before conference
5.	Finalize list of exhibitors. Send out final informational sheet (See attached). Remind exhibitors of extra fee for lunch.	2 months before conference
6.	Reserve a booth for those sending brochures but exhibiting.	2 months before conference
7.	Send finalize list of exhibitors and number of booths needed to hotel.	5 weeks before conference
8.	Send copy of program in which exhibitors are mentioned.	When programs arrive
9.	Get layout of exhibition area from hotel and assign spaces.	1 week before conference
10.	Prior to conference, lay out non-exhibitors brochures and aid in set up of exhibitors.	Night before conference
11.	Write thank you letters to exhibitors	Day after conference

SPRING CONFERENCE

Date: Wednesday, May 5, 1976

Place: Arlington Park Hilton
Arlington Heights, Illinois

Exhibition Time: 9:00 a.m. - 4:00 p.m. (Round Table #4)

Exhibitors Set-up Times: Tuesday, May 4th after 9:30 p.m.
Wednesday, May 5th before 9:00 a.m.

Conference Schedule:

Session 1	9:00 a.m. - 10:00 a.m.
Session 2	10:15 a.m. - 11:15 a.m.
Luncheon/Keynote	11:30 a.m. - 1:15 p.m.
Session 3	1:30 p.m. - 2:45 p.m.
Session 4	3:00 p.m. - 4:00 p.m.

(Luncheon reservation - $6.75 - mail to the below address prior to conference)

Anticipated audience: 500 (approximately)
K-12 educators from a six county area (suburban Cook, Lake, DuPage, McHenry, Kendall, Kane)

Program: 20 small group sessions lead by successful Career Education practitioners

Keynote Speaker: Dr. Bruce Shertzer, Chairman, National Council for Career Education

Exhibition Booth - 10' x 10' includes: Chair and table
Curtains around booth
(For special electrical needs contact John Foster at the hotel for an order form)

Cost of Exhibit: $50.00 (Mail to: Sandra Wittman, Conference Coordinator, Career Education Service Center, 500 S. Dwyer, Arlington Heights, IL 60005)

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

NORTHWEST EDUCATIONAL COOPERATIVE

February 6, 1976

Dear Publisher:

On January 5 we invited your company to participate as an exhibitor at a Career Education awareness conference on May 5 at the Arlington Park Hilton in Arlington Heights, Illinois. The conference will be attended by approximately 500 educators K-12 from six counties in the suburban Chicago area. We are aware of your materials in career education and would like our service area educators to be aware of them also.

As we have not received a reply from you yet, we would appreciate it if you would please return the form attached below.

Thank you for your consideration.

Sincerely,

Sandra Wittman

Sandra Wittman
Conference Coordinator

SW:mc

- - - -

PROGRAM

Activity	Date of Completion
1. Conceptualize general program format	ASAP
2. Contact a printer and discuss format possibilities and cost.	3 months before conference
3. Decide on a format and request estimate of cost; establish deadlines	6-7 weeks before conference
4. Begin to fill in master sheet (see sample attached). Set up sessions so that there is at least one session one each level (K-6, 7-9, 10-12) each hour. There is really no way to tell which session will be most popular so room assignments tend to be arbitrary.	While exhibitors and presenters are responding to invitations
5. Receive the 1 paragraph summaries of each session from presenters to include in program.	6 weeks before conference
6. Set up a dummy layout of the program. By this time the details of head table, invocation, who introduces whom, who sits at reserve tables, who will be introduced, etc. should be finalized.	4-6 weeks before conference
7. Proofread dummy of program	2-3 days before submitting to printer
8. Submit dummy program to printer	1 month before conference
9. Receive program. Send to exhibitors, presenters, special guests	1 week before conference
10. Add programs to registration packet	2-3 days before conference

PUBLICITY

Activity	Date of Completion
1. Mention conference at all workshops	from beginning to day before conference
2. Publish information about the Conference (session content, keynoter and speech title, registration details, names of presenters and exhibitors) in the newsletter	4-6 weeks before conference
3. Prepare list of area newspapers, TV and radio stations, teacher centers, Career Ed periodical, local universities, colleges, and junior colleges, state educational organizations - using mailing list and telephone book	6-8 weeks before conference
4. Prepare publicity release and send to the sources mentioned above	1 month before conference
5. Obtain a list of all service area K-12 principals (we obtained ours through the National College of Education, Evanston, Illinois) and send them conference information and registration (see sample) Hire a photographer for conference	1 month before conference
6. Invite local congressman & advisory council members	1 month before conference
7. Prepare a community news item (very short) for radio and TV local news spots	3-4 weeks before conference
8. Contact local press by telephone regarding conference	1 week before conference
9. Go over photographer's proofs and order for use in newsletter and for documentation	within 1 week after conference

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

500 South Dwyer Avenue Arlington Heights, Illinois 60005 312-398-3308

CAREER EDUCATION CONFERENCE
TO BE HELD

- Press Release -

Dr. Bruce Shertzer of Purdue University will be the keynote speaker at a Career Education Conference sponsored by the Career Education Service Center, Arlington Heights, Illinois. The conference, to be held on Wednesday, May 5 from 9 a.m. to 4 p.m. at the Arlington Park Hilton, Arlington Heights, Illinois, is expected to attract an audience of 500 K-12 educators and community members from the six county area served by the center. The program will feature 20 workshop sessions led by successful local Career Education practitioners. In addition, commercial publishers will be exhibiting a variety of classroom materials to aid educators in implementing Career Education.

The keynote address by Dr. Shertzer is entitled "Status and Trends in Career Education." Dr. Shertzer is chairman of the Counselling and Personnel Department at Purdue and the current chairman of the National Advisory Council on Career Education. He is a former president of The American Personnel and Guidance Association (1973-74) and editor and author of many works in the field of education.

The conference program will accent exemplary Career Education programs, materials, techniques and activities on the following topics:

Role Playing and Small Group Experiences as Related to Career Education.

Career Education Materials: Selection and Evaluation (K-8).

Career Education: A Stumbling Block or a Stepping Stone.

Career Education in the Junior High School: A Multi-Dimensional Approach.

The Effective Use of Guest Speakers in the Primary Classroom.

Development and Use of a Career Resource Center in The Secondary School.

Humanistic Approaches to Career Education through the Established Curriculum.

Career Education: Vital to the Continued Prosperity of Our Country.

The ERIC Clearinghouse in Career Education: What It Is and How To Use It.

Building a Healthy Self Concept with Career Development Materials: How to Use Bread & Butterflies.

Implementation of Career Education in the Middle Grades.

Aiding the School Staff in Organizing and Conducting Community Resource Workshops.

Critical and Creative Thinking: A Catalyst for Career Education Ideas and Materials for Secondary School Students.

Project Trident: A Consumer Centered Approach to Career Education.

Career Education for Young Handicapped Children.

The Counselor in Career Education (K-12).

Career Education the Rural Way.

Conference pre-registration will be held until April 28, 1976. The $15 registration fee includes the conference and luncheon banquet. Registration will be accepted on site on May 5, but no luncheon tickets will be available. For further information, contact the Career Education Service Center at (312) 398-3308.

---March 9, 1976

April 8, 1976

- PRESS RELEASE -

Community News Item

The Career Education Service Center of Arlington Heights, will be holding a one day Career Education Conference on Wednesday, May 5th at the Arlington Park Hilton in Arlington Heights from 9:00 a.m. to 4:00 p.m. for area teachers of grades K-12. The conference will consist of 20 workshop sessions on all aspects of Career Education from theory to methods and materials, exhibits by commercial publishers of classroom materials, and will feature Dr. Bruce Shertzer, chairman of the National Advisory Council on Career Education, as the keynote speaker. Conference registration is $15. For more information, call the Career Education Service Center at (312) 398-3308.

500 South Dunton Avenue Arlington Heights, Illinois 60005 312 398 3308

NORTHWEST EDUCATIONAL COOPERATIVE

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

NORTHWEST EDUCATIONAL COOPERATIVE

April 8, 1976

Dear Congressman,

Enclosed you will find the third issue of the Career Education Service Center newletter. CESC was established as the result of a U.S.O.E. grant from career education funds to the Illinois Office of Education and subcontracted to Northwest Educational Cooperative. The main purpose of the center is to provide aid for local personnel as they assume responsibility for implementation of career education concepts, the ulitmate goal of which is to improve the American educational system in its efforts to prepare our country's youth to take their place in society as responsible and productive citizens - a priority item in education today.

CESC is the urban site of two service centers operating in Illinois and serves suburban Cook, Kane, McHenry, Lake, Kendall and DuPage counties with over 300 school districts and 650,000 students. The rural site of the project serves Alexander and Pulaski counties in southern Illinois. The service center idea is novel in the field of career education and will be able to be duplicated in other parts of the state or the country.

May I urge you, as a congressman for Illinois, to take the time to acquaint yourself with this project.

You will notice that CESC is planning to host a spring demonstration conference on May 5. The CESC staff extends to you a cordial invitation to attend that conference, for any length of time possible, as guests of the Career Education Service Center.

We would appreciate your letting us know if you will be able to take this opportunity to gain information about career education and see how Illinois is utilizing career education funds.

Sincerely,

Donna Fuson

Donna Fuson
Site Director

DF:ec

Enc.

[illegible] Arlington Heights, Illinois 60005 312/398-3300

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

April 10, 1976

NORTHWEST EDUCATIONAL COOPERATIVE

Dear Principal:

It's 1976 and CAREER EDUCATION is an idea who's time has come!!!

Are you involved?

Did you know???????

A bill is currently being drafted which will provide 265 million dollars of federal money to support Career Education in the public schools. Now is the time to find out about Career Education and how it can be implemented in YOUR school.

HOW can you learn about Career Education?- - - - - -

Attend the CAREER EDUCATION CONFERENCE

20 WORKSHOP SESSIONS - THEORY, METHODS, MATERIALS

PLUS PUBLISHER'S EXHIBITS

LUNCHEON (included in registration fee):

Keynote Speaker: Dr. Bruce Shertzer, Chairman, National Avisory Council on Career Education

WHEN? Wednesday, May 5, 1976
9:00 a.m. - 4:00 p.m.

WHERE? Arlington Park Hilton
Arlington Heights, Illinois

HOW TO REGISTER?

Send $15.00 for Conference and Luncheon to:

Career Education Service Center
500 South Dwyer Avenue
Arlington Heights, Illinois 60005
312-398-3308

Deadline: April 28 for Luncheon registration; Conference registration accepted at the door

ARE YOU AND YOUR BUILDING REPRESENTATIVE REGISTERED?

Sincerely,

Sandra Wittman

Sandra Wittman
Conference Chairman

SW:mc

500 South Dwyer Avenue Arlington Heights, Illinois 60005 312-398-3308

CONFERENCE

PRE-REGISTRATION FORM

1976 Career Education Conference

May 5, 1976

9:00 a.m. - 4:00 p.m.

Arlington Park Hilton
Arlington Heights, IL 60005

Name _____ Home Phone _____

Position _____

School/Agency _____ Office Phone _____

Address _____

_____

City State Zip

_____ $15.00 registration fee enclosed. Make checks payable to Northwest Educational Cooperative. Registration includes luncheon. No luncheon reservations accepted after April 28, 1975. No telephone orders. Checks must accompany this pre-registration form.

Registration for the Conference only will be accepted at the door ($15.00).

Forward this form to:

Mrs. Marilyn H. Carlson
Career Education Service Center
Northwest Educational Cooperative
500 South Dwyer Avenue
Arlington Heights, Illinois 60005
312-398-3308

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

Dear Advisory Council Member:

The staff of the Career Education Service Center would like to take this opportunity to thank you for your invaluable suggestions, encouragement and support this past year and to invite you to be our guest at the Career Education Conference to be held May 5 at the Arlington Park Hilton, Arlington Heights, Illinois. The conference will begin at 9:00 a.m. and conclude at 4:00 p.m. with the luncheon and keynote address scheduled for 11:30 a.m. to 1:30 p.m.

If you will be able to be with us on May 5, please return the form below.

Hoping to see you then!

Sincerely,

Sandra Wittman

Sandra Wittman
Media Coordinator

SW:ec

CAREER EDUCATION CONFERENCE

May 5, 1976

____ I will attend ____ I will not attend

26

Name

REGISTRATION

1. Pre-registration forms sent to CESC patrons.

2. Luncheon tickets were printed and numbered. Lists were developed in order to tabulate number of luncheon tickets disseminated in order to inform Hotel of number of luncheons to be served.

3. Complimentary registrations and luncheon tickets were sent to all presenters and CESC Advisory Committee members. Each ticket number was recorded on above list.

4. All pre-registration forms returned with registration fees, to cover Conference expenses, were recorded in financial ledger and on ticket disbursement list. Luncheon ticket and acknowledgement letter sent to each pre-registrant.

5. On Conference day, pre-registrants registered at registration desk and names checked against ticket disbursement list. Packet given and registration form filled out. (Registration form developed for the purpose of determining job position of Conference registrant and geological location). Patrons also asked to sign goldenrod form for third party evaluations.

CAREER EDUCATION AWARENESS CONFERENCE

ARLINGTON PARK HILTON

MAY 5, 1976

REGISTRATION CARD

Name _____

School or Organization _____

Address _____

Check One

_____ Teacher _____ Elementary
_____ Junior High/Middle School
_____ High School

_____ Counselor

_____ Administrator

_____ Learning Resource Center

_____ Career Education Coordinator

_____ Other _____
(Explain)

ILLINOIS CAREER EDUCATION AREA SERVICE CENTERS

Urban Site

NORTHWEST EDUCATIONAL COOPERATIVE

April 15, 1976

Dear Conference Registrant:

Thank you for your pre-registration and check in the amount of $15.00 for our Spring Conference on May 5th at the Arlington Park Hilton.

Enclosed you will find your luncheon ticket which you will present at the door of the Durante Ballroom where the luncheon will be held. Please pick up your Conference packet and program at the registration desk.

See you at the Conference!

Sincerely,

Marilyn Carlson

Marilyn Carlson
Project Secretary

DURING THE CONFERENCE

Activity - Extra staff should be employed to:

1. maintain A-V equipment and move from room to room and help run equipment
2. tape keynote speech
3. monitor exhibt area for problems
4. direct participants to rooms
5. collect evaluation forms all day
6. organize entrance to luncheon and seating
7. register and distribute informational packets
8. troubleshoot for problems
9. give photographer a list of shots to take

EVALUATION

Activities	Completion Date
1. Evaluate each session; forms provided by project director	after each session
2. Evaluate the conference, forms provided by project evalutor. Form included in each registration packet.	after last session
3. Tabulate evaluation results to include in project final report.	ASAP after conference

CONFERENCE EVALUATION FORM

DIRECTIONS: Please complete all the items below and drop the card off at the registration table before you leave today. Thank you.

Position/
Title: ☐ Teacher ☐ Administrator ☐ Counselor ☐ Other _____ School District/ Business, etc. _____

	very low	low	moderate	high	very high
1. What is the educational importance of Career Education?	☐	☐	☐	☐	☐
2. What was the value of this conference to you?	☐	☐	☐	☐	☐
3. What is your interest level in implementing Career Education in your setting?	☐	☐	☐	☐	☐
4. Overall, rate the quality level of the presenter(s).	☐	☐	☐	☐	☐

5. Did you gain new information and/or skills during the conference? ☐ No ☐ Yes, some ☐ Yes, a lot

6. Should this style of conference be held again next year? ☐ No ☐ Yes

7. Do you think you would attend the conference again if it is held next year? ☐ No ☐ Yes

OVERALL RATING: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
poor superior

Please check those sessions that you attended	Please check quality level for each attended		
	low	mod.	high
☐ The Effective Use of Guest Speakers in the Primary Classroom	☐	☐	☐
☐ The Elementary Counselor in CE	☐	☐	☐
☐ Implementation of CE in the Middle School	☐	☐	☐
☐ Why We Need a Public Service Practicum Course in CE	☐	☐	☐
☐ Building a Healthy Self-Concept while Career Development Materials: How to Use Them and Remember	☐	☐	☐
☐ Project Talents: A Counselor Centered Approach to CE	☐	☐	☐
☐ Role Playing and Small Group Exercises to Be Selected in CE	☐	☐	☐
☐ Career Education Visit to the Continental Depository of Our Country	☐	☐	☐
☐ CE for Young Handicapped Children	☐	☐	☐
☐ CE the Real Way	☐	☐	☐
☐ LIFE (Lifelike Improvement Through Education): Crystal Lake's Model for a Curriculum Development Process in CE	☐	☐	☐
☐ Simulation Approaches to CE through the Established Curriculum	☐	☐	☐
☐ CE in the Junior High School: A Model Operational Approach	☐	☐	☐
☐ CE Materials: Selection and Evaluation (K–6)	☐	☐	☐
☐ Community Resource Worksheets: What They Are and How to Get Them Going	☐	☐	☐
☐ States and Trends in CE	☐	☐	☐
☐ CE: A Stumbling Block on a Stepping Stone	☐	☐	☐
☐ Critical and Creative Thinking: A Catalyst for CE	☐	☐	☐
☐ Overview Your CE Mind to Elicit Project Discovery! A Hands-On Career Exploration Program for Junior High/ Middle School Youngsters	☐	☐	☐
☐ Development and Use of a Career Resource Center in the Secondary School	☐	☐	☐

CE 007 502

FOLLOW-UP

Activities	Completion Date
1. Write thank-you letters to: A. presenters, keynoter B. exhibitors C. anyone provided special help D. hotel staff	day after conference
2. Collect mailing list addition, requests and implement	as they arrive in mail
3. Pay presenters expenses and honoriums	as expense forms arrive by mail
4. Pay photographer and select prints	1 week after conference